



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI PROCUREMENT OPERATIONS DIVISION
CINCINNATI, OHIO 45268**

SUBJECT: Request for Task Order Proposal, Tracking Number PR-OW-18-00048

FROM: Katie Rechenberg
Contracting Officer

TO: Multiple Award Contract Holders under TSWAP

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "Watershed Academy and Communications Support."

The government requests you prepare a proposal (cost and technical) for the task order. The proposals shall be submitted to Katie Rechenberg by 12:30pm, Friday, May 4, 2018 via FedConnect. Proposals shall also include the required conflict of interest certification.

The technical proposal is limited to 10 pages or less. The cost proposal shall be provided in accordance with Contract Clause B-1 as supplemented by the attached cost proposal instructions. Any information on pages beyond the page number limitation will not be considered for evaluation.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement
- Task Order Clauses

Award of a Cost Plus Fixed Fee – Term Type task order will result. The period of performance for this Task Order is a base period of four (4) months plus four (4) option periods of twelve (12) months. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be made to the offeror whose proposal represents the best value to the Government, where Technical Quality is equal to cost.

Any questions should be directed to the undersigned within five days of issuance of this Solicitation.

Katie Rechenberg
Contracting Officer

PERFORMANCE WORK STATEMENT
TSAWP-II Multiple-Award Contracts PR-OW-18-00048
Watershed Academy and Communications Support

A. BACKGROUND

This task order provides support for EPA's Watershed Academy (see www.epa.gov/watershedacademy) that has been a focal point in EPA for promoting implementation of watershed approaches since 1994. The task order will help support Watershed Academy webinar/webcast and live training as well as development of online Web-based modules and the preparation of other watershed-related outreach/tech transfer documents/multimedia products. Task Order support will also include providing communications support for other water/watershed related issues.

For the base period and each option period, the contractor shall carry out several tasks related to the development of training and outreach materials for the Watershed Academy and as well as other communications/outreach support activities to promote protection and restoration of watersheds. This task order includes activities of low to moderate technical complexity, involving transforming watershed science materials provided by the EPA Task Order Contracting Officer's Representative (TOCOR) into effective online training modules, live webinar/webcasts, training courses a pilot podcast series, general support for the Watershed Academy and related watershed communications activities. Key activities under this task order include:

- Kick off meeting at the beginning of the base period and the succeeding four option periods and communications during each of these periods.
- Maintaining and updating Website and online modules for the "Watershed Academy Web" which is an Oracle/Cold Fusion database (see www.epa.gov/watertrain)
- Developing/completing new Watershed Academy Web-based distance learning training modules;
- Developing a pilot podcast series;
- Conducting live Watershed Academy webinar/webcasts (see www.epa.gov/watershedwebcasts);
- General communications support for the Watershed Academy and other water/watershed topics;
- Contract support for live trainings and/or meetings

B. QUALITY ASSURANCE

1.0 Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall follow the Quality Management Plan (QMP) that has been customized and incorporated into this TSAWP contract. In addition, the contractor shall document the processes for Quality Assurance that it will follow for the tasks under this Task Order. EPA policy requires that an *approved* Quality Assurance Project Plan (QAPP) be in place before any work

begins that involves the collection, generation, evaluation, analysis or use of environmental data. The work to be performed by the contractor under this task order involves such activities; therefore, in order to comply with this requirement:

1.1 – Within seven (7) business days after the kick-off meeting (Task 2.1), the contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) documenting how quality assurance (QA) and quality control (QC) will be applied to the generation, collection, evaluation, analysis and use of environmental data. EPA will review the contractor's draft QAPP and provide the Contractor with written approval or written comments. The contractor shall write the QAPP using the active voice. The QAPP shall provide enough detail to clearly describe objectives of the project supported by the task order; the type of data to be collected, generated, or used under this task order to support the project objectives; the quality objectives needed to ensure that these will support the project objectives; and the quality assurance and quality control activities to be performed to ensure that any results obtained are documented and are of the type, quality, transparency, and reproducibility needed.

The QAPP must be consistent with the guidance document, EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5 (www.epa.gov/quality/qs-docs/r5-final.pdf).

1.2 – The contractor shall submit a revised QAPP within six (6) business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR. **Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.** Any non-sampling/non-analytical work that involves the generation, collection, evaluation, analysis, or use of environmental data that is initiated prior to EPA approval of the contractor's QAPP must be performed in accordance with the approved QAPP. EPA may request the contractor to furnish written documentation from the Contractor showing that the contractor has complied with this requirement.

All QA documentation, including the QAPP, prepared under this Task Order, shall be considered non-proprietary, and shall be made available to the public upon request.

Additional QA Documentation Required

1.3 – In addition to the QAPP requirements described above, for all major deliverables produced by the contractor under this Task Order, a discussion of the QA/QC activities that were or will be performed to support the deliverable must accompany the deliverable. The contractor shall immediately notify the TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

1.4 – The contractor also shall provide EPA with monthly status reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this Task Order, problems encountered, deviations from the QAPP, and corrective actions taken. If desired, the contractor may include this as a part of the contract-required monthly financial/technical progress report.

All written materials must be compliant with Section 508 of the Rehabilitation Act.

1.5 – If, during the Period of Performance of this Task Order, the TOCOR provides technical direction that revisions to the QAPP are determined to be necessary, the contractor shall submit a revised QAPP, including the revision summary, within seven (7) business days after receiving written technical direction to do so. When preparing this draft revised QAPP, the contractor shall ensure that it is written in an active voice, changes are presented in a track changes version of MS Word, and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the draft revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a final QAPP that responds to EPA’s written comments within six (6) business days of receipt of EPA’s comments on the draft revised QAPP.

2.0-New online modules and podcasts must go through a peer review process. The TOCOR will identify a minimum of three peer reviewers (i.e., EPA HQ/Regional staff, state staff or other non-contractor technical experts) who will review each new online module or podcast. The contractor shall incorporate peer review comments that are straight-forward and will identify remaining comments where the TOCOR’s input is needed to address the comments. The contractor shall work with the TOCOR to ensure that all comments are addressed and incorporated into the final module, as appropriate.

Online modules may be translated into Spanish as part of this task order. Modules that are translated into Spanish will also need to be peer reviewed to verify that the translation is accurate. Peer review comments on translations will need to be addressed and incorporated into final modules, as appropriate.

3.0-The TOCOR will choose Webcast speakers who are knowledgeable about the specific Webcast topics and ensure that PowerPoint slides are reviewed by EPA staff for technical accuracy prior to Webcasts. In addition, Webcast participants can submit questions during the Webcast. Also, there will always be an evaluation form for each Webcast. These are two mechanisms for the public to provide feedback on the quality of the Webcast materials. Webcasts are archived and the contractor shall make corrections to the archives, as needed, to correct technical information presented. Finally, the following disclaimer will continue to be included on Webcast flyers and shared at the introduction of each Webcast:

“The materials in this Webcast have been reviewed by EPA staff for technical accuracy. However, the views of the speakers and the speakers’ organizations are their own and do not necessarily reflect those of EPA. Mention of commercial enterprises, products, or publications does not mean that EPA endorses them.”

In addition, for any live training course conducted under this task, trainers should be knowledgeable about the specific topics covered and the TOCOR should ensure that PowerPoint slides and other training materials are reviewed by EPA staff for technical accuracy prior to the live training course. In addition, there should always be an evaluation form for each live training course and an opportunity for participants to ask questions during the training. These are two

mechanisms for the participants to provide feedback on the quality of the training course and its materials.

4.0-The TOCOR will work carefully to ensure that webinar/webcasts speakers are knowledgeable about the specific EPA Internet Tools or other watershed-related topics to be covered in each webinar/webcasts. PowerPoint slides used as part of webinar/webcast will be reviewed by EPA staff for technical accuracy prior to the webinar/webcast. In addition, when the contractor is presenting a webinar/webcast on an Internet tool, the contractor shall prepare an annotated outline with screen shots of information to be presented in the webinar/webcast and this outline will be reviewed by the TOCOR and appropriate EPA staff. This review will be used to ensure technical accuracy prior to the webinar/webcast and to make sure that important/new aspects of the application are presented in the webinar/webcast. Webinar/webcast participants are also able to submit questions during the webinar/webcast and this provides a mechanism for the public to provide feedback on the quality of the webinar/webcast materials. In addition, the contractor shall prepare an evaluation form at the end of each webinar/webcast for participants to provide feedback on the webinar/webcast. Webinar/webcast are archived and the contractor shall make corrections to the archives, as needed, to correct technical information presented. Finally, the following disclaimer will continue to be included on webinar/webcast flyers and shared at the introduction of each webinar/webcast:

“The materials in this webcast have been reviewed by EPA staff for technical accuracy. However, the views of the speakers and the speakers’ organizations are their own and do not necessarily reflect those of EPA. Mention of commercial enterprises, products, or publications does not imply that EPA endorses them.”

–5.0-The contractor provides technical, editorial and graphic support under this task for a wide variety of products including:

Technical, editorial, graphic support and a limited number of copies of the Watershed Academy or other Agency publications and developing or assisting in completing draft/final products including: Websites, educational signage/posters/displays, fact sheets, briefing materials, reports, and multi-media products such as online videos, CDs, DVDs, or other products.

–6.0-The contractor shall provide a brief final report on the status of all benchmarks, deliverables and milestones after the Base Period and each subsequent Option Period. This final report will identify any QA issues, if any.

Services and agreed upon deliverables shall be prepared in accordance with the schedules indicated below for each task and in accordance with QA outlined in the task order. The contractor shall revise any draft products in response to EPA’s or peer reviewers (or other processes specific in the TO), in response to written technical direction by the TOCOR.

C. TASKS

TASK 1: Kickoff Meeting, Reporting and Communication

The contractor shall participate in a Kickoff Meeting with the EPA Task Order Contracting Officer Representative (TOCOR) either in person or via conference call to discuss the following: points of contact, roles and responsibilities, Quality Assurance protocols, timelines, the schedule of benchmarks, milestones and deliverables, establish dates and time for monthly calls, and monthly technical progress reports and general Task Order administrative information.

The contractor shall submit a Draft Quality Statement (QS) to the EPA TOCOR prior to the kickoff meeting. The QS shall include any Standard Operating Procedures that are relevant to the tasks in the task order. Specifically, the contractor shall include the Quality Assurance Tasks listed in Section B. above in the Draft QS. The EPA TOCOR will review the Draft QS and provide written feedback to the contractor. The contractor shall prepare a final QS incorporating comments and provide the final QS to the EPA TOCOR. At the kick off meeting in each subsequent Option periods, QA/QC issues from the previous option period will be discussed, as appropriate, and the contractor shall document any revisions to the QA processes in a revised QS and submit the revised QS to the EPA TOCOR for EPA review and approval. Any quality assurance documents prepared under this task order are not proprietary and may be made publicly available.

The EPA TOCOR will coordinate and set-up monthly working calls between EPA staff and the contractor's technical lead to discuss the status and progress of the work under this Task Order. The contractor shall participate in these monthly calls. The frequency of the monthly conference calls may be modified based on project status at the request of the contractor and only as approved by EPA. Generally, the contractor shall provide meeting summaries after the monthly calls within five (5) business days in draft form for the TOCOR to review, the TOCOR will provide any edits and/or comments on the meeting minutes; then final written meeting summaries shall be provided within five (5) business days after receipt of comments from the TOCOR. Meeting summaries should include a spreadsheet showing the amount of funds spent on a particular task and projected additional funds needed, and should include annotated notes, as needed.

The contractor shall notify the EPA TOCOR of any problems, delays or questions as soon as they arise, including immediate notification of any quality assurance issues, and Task Order delays. The contractor shall provide a monthly progress report in accordance with contract requirements which will be used for invoice review purposes. All reporting shall be provided in accordance with Contract Level PWS Sections G & H: **Reporting and Deliverables (General Performance)**.

Task 1 Deliverables:

- Draft Quality Statement for EPA review and approval
- Final Quality Statement for EPA approval (revised Quality Statement, if any in subsequent option periods)
- Monthly conference calls and meeting minutes
- Immediate notification to TOCOR of any delays,

- Monthly progress reports and
- Timely Communication

See Contract Level “Surveillance Plan” for specific performance standards and indicators related to this Task. All written materials must be compliance with Section 508 of the Americans with Disabilities Act.

TASK 2: Provide Maintenance of Watershed Academy Web Database and Development of New Modules and a Pilot Podcast Series

EPA’s Watershed Academy Web, an online training program on watershed management, at www.epa.gov/watertrain, was updated and put into a Cold Fusion/Oracle database in 2007. This database was built to house the Watershed Academy Web and its approximately 50 online Web modules. This new database was posted on the EPA server in 2010. The contractor shall provide maintenance for updating of the Watershed Academy Web, per written technical direction for the Base period and each Option Period. Examples of maintenance/updating tasks include: assisting with updates (e.g., fixing dead links, making text corrections, etc.) of the content in the database and migrating these updates to the EPA server; editing/updating existing modules or other aspects of the database; modifying templates for new training module formats; preparing Spanish translations of online modules (see QA procedures on page 2 of this task order to be followed for any translations of online modules); and assisting with the development of new learning materials in the form of modules or a podcast series. The Website shall comply with all EPA Web standards posted at: <http://yosemite.epa.gov/oei/webguide.nsf/standards-guidance>.

The contractor shall develop or complete Web-based training modules for the database on specific topics identified by the TOCOR in the Base Period and for each Option Period. The number of modules to be developed is to be determined. The contractor shall review and improve these modules as deemed necessary and appropriate by such means as conducting a technical peer review, modifying the text and/or graphics, posting on the contractor’s Internet server, and assisting with loading the modules to the database on the EPA server.

Regarding the peer review process, the TOCOR will identify a minimum three peer reviewers (i.e., EPA HQ/Regional staff, state staff or other non-contractor technical experts) who will review each new online module. The contractor shall incorporate peer review comments that are straight-forward and shall identify remaining comments where the TOCOR’s input is needed to address the comments. The contractor shall work with the TOCOR to ensure that all comments are addressed and incorporated into the final module, as appropriate.

Each of the modules shall be delivered (i.e. made available on the contractor’s Website) incrementally as they are developed, in a minimum of two (2) draft versions for each module. The first draft shall be complete and Web-accessible but as-yet un-reviewed by TOCOR or external reviewers; the second and/or final draft shall have incorporated editorial feedback from the TOCOR and peer reviewers, and shall be a reviewed, high quality draft Website for easy finalization on the EPA Website. The contractor shall also develop a PDF version of each of the two Web modules that is easy to download with a single command.

The contractor shall develop or complete a podcast series on specific topics identified by the TOCOR in the Base Period and for each Option Period. The number of episodes to be developed is to be determined. The contractor shall create, review and improve these episodes as deemed necessary and appropriate by such means as conducting a technical peer review, modifying the sound bites, posting on the contractor's Internet server, and assisting with loading the series to the database on the EPA server.

Regarding the peer review process, the TOCOR will identify a minimum three peer reviewers (i.e., EPA HQ/Regional staff, state staff or other non-contractor technical experts) who will review each script. The contractor shall incorporate peer review comments that are straight-forward and shall identify remaining comments where the TOCOR's input is needed to address the comments. The contractor shall work with the TOCOR to ensure that all comments are addressed and incorporated into the final format, as appropriate.

Examples of possible modules or podcasts to be developed or updated include:

- **“Key EPA Internet Tools for Watershed Protection”** - Contractor assistance is needed to complete the development of an online module on this topic building on an earlier live training course and online materials that are posted at http://water.epa.gov/learn/training/wacademy/epatools_index.cfm. To prepare the draft online module, contractor assistance will be needed to prepare PowerPoint slides plus notes on key EPA Internet Tools for watershed protection, and then work with the EPA TOCOR to conduct technical peer review, incorporate peer review comments and assist with adding it to the Watershed Academy Web Cold Fusion, Oracle database that is posted on EPA's server.
- **Other modules** related to EPA's monitoring, TMDL/watershed, nonpoint source, stormwater, wetlands, oceans, climate change, urban watershed issues, smart growth, capacity building issues, and other watershed-related topics.
- **“Voices of the Clean Water Act”** – Contractor assistance is needed to complete the development of an online audio podcast pilot series. To prepare for this series, contract assistance will be needed to work with EPA to solicit and capture audio recordings of people across the country, and then to edit and produce audio stories to be posted online.

The contractor shall have experience in building/maintaining modules in Adobe Captivate and recording/editing audio tracks in Hindenburg or a similar software. The contractors should also be familiar with Cold Fusion/Oracle and Articulate in order to make updates to past materials.

TASK 3: - Support for Live Webcasts and Trainings

Watershed Academy has conducted 94 Watershed Academy Webcasts since 2005 on a wide range of watershed/water topics (for more background on Webcasts see www.epa.gov/watershedwebcasts). Webcasts are typically conducted at 1:00pm to 3:00pm EST on week days. Attendees must register online in advance to participate in Webcasts. During the Webcasts, trainees log onto the Web to participate in live training conducted by expert instructors. Participant computers must have the capability of playing sound in order to attend the Webcasts. In advance of webcasts, EPA posts PDF copies of the PowerPoint slides on the

Website for participants to download. EPA's Watershed Academy also now offers a downloadable certificate to those that attend webcasts. For those that are not able to register for a Webcast, a streaming audio version of the training is made available after the live seminar and posted on the Web at www.epa.gov/watershedwebcasts.

Under this task the contractor shall provide assistance for at least four Webcasts annually using a Webcast platform that is able to accommodate a large number of attendees, **including up to 2,000 attendees**. The contractor shall provide logistical support for Webcasts, the streaming audio for the Webcast, and archiving of the Webcasts as identified below. The contractor shall assist with the delivery of each Webcast as requested by the TOCOR.

The contractor shall provide the following logistical support for Webcasts including the following:

- Coordinating Webcast presentations with presenters including letting them know the deadlines for submitting Webcast presentations and other related materials;
- Providing travel support for up to one (1) Webcast presenter (e.g., technical expert, state agency staff person) to travel to Washington, DC to conduct their Webcast, as requested by the TOCOR via technical direction. Note: If the technical expert presenter is not able to pay for their travel expenses, the contractor shall pay their travel expenses as a subcontractor employee. The contractor shall employ or contract with the presenter(s) in order for the travel expenses to be approved and paid for. Travel expenses shall only be paid to the individuals performing a direct function of the contract. The contractor may not pay for travel for federal government employees.
- Preparing a 1-page flyer to publicize each Webcast, as needed;
- Preparing a list of "additional resources" for each Webcast related to each Webcast topic, as needed;
- Preparing a "certificate" for posting on the Web so that participants can download the certificate after the training;
- Preparing an evaluation form to use at the end of each Webcast and assisting with preparation of polling questions to use during the Webcast;
- Assisting with formatting and editing of Webcast presentations (e.g. adding introductory and question slides, removing animation and talking points, compressing slides and fixing other formatting problems);
- Providing a final PowerPoint file and PDF copy of the Webcast presentation;
- Answering email and phone questions related to the Webcasts;
- Preparing a draft "script" for moderators to use during the Webcasts to introduce and close the Webcasts and for the Q/A sessions and polling questions and serving as moderator, as needed.
- Conducting all or a portion of up to two (2) Webcasts including preparing and presenting PowerPoint presentation on topics such as the "ABCs of TMDLs or other topics, as requested by the TOCOR; and
- Assisting with follow-up activities after the Webcast such as summarizing number of Webcast attendees and polling data, and reviewing the closed captioning/archives for the Webcasts.

The contractor shall provide the following support for Streaming Audio Webcasts including the following tasks:

- The Webcast platform used by the contractor shall be able to accommodate a large number of attendees, including **up to 2,000 attendees**. The contractor shall set up a customized Webcast registration page with the EPA and Watershed Academy logos and information on the Webcast and the speakers. Contractor shall also provide a Webcast platform that includes an “audience view” of Webcast materials for participants including copies of the PowerPoint presentations, additional information such as speaker photos, PDF copies of PowerPoint presentations, live questions and answers, polling capabilities, feedback form, closed captioning during Webcasts, link to list of additional resources and certificate for Webcast;
- Conducting the live broadcast with synchronized slides and audio, including monitoring the audio and visual quality of the feeds throughout the broadcast;
- Providing certain features during the live Webcast, including: phone bridge for speaker participation from the DC area as well as other locations in the U.S., automatic slide advancement, instant polling, trouble shooting of participant problems, and live speaker chat.

Archiving Webcasts for Web:

- The contractor shall archive the Webcasts and save them in a format that is section 508 compliant, including closed captioning done during each Webcast, that EPA can use for posting on EPA’s Website.
- The contractor will provide to EPA copies of archived webcasts in an appropriate format that can be edited

Contractor support for live training shall include, as needed: designing course visuals and graphics; writing course talking points; developing a wide variety of course materials for exercises and handouts; storyboarding course organization and flow; providing technical speakers or presenters at the TOCOR’s request; meeting with the TOCOR to plan and develop materials; providing logistical meeting support for training events including room/computer rentals; supporting travel of trainers to locations where training is delivered; developing train-the-trainer materials; and preparing/summarizing course evaluation forms. The end products envisioned for this part of the task are revisions and new additions to training packages (instructors’ manual, visuals and trainee materials) for live 2-hour to 5-day training sessions. Live training may be done onsite or through the use of webinar/webcasts.

Task 4: Support for Webinar/Webcast on Water-Related Topics

The contractor shall provide support for Watershed Academy Webcasts that are delivered using webinar/webcast technology such as AdobeConnect, Live meeting or similar online webinar/webcast technology. The contractor shall work with the TOCOR to develop at least eight (8) webinar/webcasts to educate states, EPA Regions, local watershed groups and other

stakeholders on the application and use of key EPA Internet-based watershed tools, as well as other watershed/water-related topics. The contractor shall use a collaboration tool (e.g., AdobeConnect, Live meeting or similar online webinar/webcast technology) for these webinar/webcasts. The webinar/webcasts shall demonstrate how to use key EPA Internet tools in an interactive seminar. Webinar/webcasts have the advantage of being able to demonstrate Internet tools in real-time. In addition, webinar/webcasts will also be used to present just PowerPoint presentations on key watershed/water-related topics as identified by the TOCOR.

These webinar/webcasts shall be approximately 1 ½ to 2 hours in length. Some will be presented by the contractor based on materials in the previously developed live course entitled **Key EPA Internet-Based Tools for Watershed Management** (see

http://water.epa.gov/learn/training/wacademy/epatools_index.cfm)

The following are example Internet tools that shall be covered in the webinar/webcasts: Watershed Central/Wiki; Nonpoint Source Outreach Toolbox; How's My Waterway; ATTAINS; StreamCat; Recovery Potential Screen Tool and any other tools as requested by the TOCOR through technical direction. The webinar/webcasts will also cover other watershed/water-related topics as identified by the TOCOR.

The contractor shall work with the TOCOR and the EPA lead for each of the tools/topics to make sure that the most up-to-date features/information are demonstrated in the webinar/webcasts. The EPA TOCOR, Alternate TOCOR if the TOCOR is on leave or travel, the PO or the CO are the only individuals authorized to provide technical direction. The EPA lead, if not one of the individuals identified above, may engage in technical communications, but may not issue technical direction. For each of the eight webinar/webcasts, the contractor shall assist in setting up the webinar/webcast, preparing the course materials, incorporating comments from EPA TOCOR prior to the Webinar/webcast, in some cases actually present the information and answering questions from the audience during the webinar/webcast. The contractor shall a recording of the webinar/webcast in MP4 format and including a transcript so that the webinar/webcasts can be posted on the Watershed Academy Website.

The contractor shall use a similar approach to the development and conduct of the webinar/webcasts as identified for Webcasts in Task 2, including the following:

The contractor shall provide the following logistical support for webinar/webcasts including the following:

- Collaborating with the TOCOR to identify the key EPA watershed Internet tools or other water/watershed-related topics to highlight in each webinar/webcast. Where the contractor is presenting all or a portion of the webinar/webcast they shall work to insure that new aspects of Internet tools are highlighted appropriately by sharing a draft **annotated outline of the webinar/webcast** with screen shots in advance for review by the TOCOR and key EPA staff identified for each of the Web tools
- Providing travel support for up to one (1) webinar/webcast presenter (e.g., technical expert, state agency staff person) to travel to Washington, DC to conduct their webinar/webcast, as requested by the TOCOR via technical direction. Note: If the technical expert presenter is not able to pay for their travel expenses, the contractor shall

pay their travel expenses as a subcontractor employee. The contractor shall employ or contract with the presenter(s) in order for the travel expenses to be approved and paid for. Travel expenses shall only be paid to the individuals performing a direct function of the contract. The contractor may not pay for travel for federal government employees.

- Preparing a **1-page flyer** to publicize each webinar/webcast, as needed.
- Preparing necessary **PowerPoint presentations** which may be component of the webinar/webcast. The contractor shall assist with formatting of Webcast presentations (e.g. preparing introductory and question slides, talking points, compressing slides, etc.);
- Providing a final **PowerPoint file and notes for each** webinar/webcast.
- Answering email and phone questions related to the webinar/webcasts;
- Preparing a standardized draft “**script**” for **moderators** to use during the Webcasts to introduce and close the Webinar/webcasts.
- Assisting with conduct of at least eight webinar/webcasts to explain the water/watershed-related topics, and providing a transcript (or closed captioning, should technology allow) of the Webinar/webcast.
- Assisting with follow-up activities after the Webcast such as summarizing number of webinar/webcast attendees and reviewing the archives/transcript of the webinar/webcasts.

The contractor shall provide the following support for conducting the Webinar/webcasts including the following:

- Assisting with opening registration for the webinar/webcast.
- Ordering transcription of the webinar/webcasts so that transcripts of webinar/webcasts can be posted on EPA’s server after the webinar/webcast to make it section 508 compliant. The TOCOR may also request the contractor to provide closed captioning for webinar/webcasts as well.
- Assisting with the conduct of the webinar/webcast including trouble shooting of participant problems with live chat/question/answer system.

Archiving Webinar/webcasts for Web

- The contractor shall be responsible for archiving the webinar/webcasts. The contractor will provide a written transcript of each webinar/webcast that EPA can use for posting on EPA’s website.
- The contractor shall also provide an MP4 version (or another format) of each of the webinar/webcasts suitable for posting on the EPA server.

TASK 5: General Communications Support for Watershed Academy and Other Water Topics

The contractor shall provide general support for other communications work related to the Watershed Academy and other water/watershed topics. This editorial/technical/communications support is often needed on a quick turnaround basis as requested by the TOCOR through technical direction. The following are the types of activities where contractor support may be needed:

- Providing technical, editorial, and graphic support for developing and completing draft/final products including: Websites, educational signage/posters/displays, fact sheets, briefing materials, reports, and multi-media products such as online videos, CDs, DVDs, Beta SP, and Digibeta tapes, or other products. Contractor shall also provide a limited number of copies of Watershed Academy and other Agency publications for limited distribution, within the printing limits of the contract.
- Identifying key messages for products, conducting focus groups, and marketing new products.
- Technical, editorial, graphic or logistical support for the Watershed Academy and other EPA water-related programs including:
 - Assistance in preparing materials for the Watershed Academy Web and/or Webcasts; and assisting with marketing the Watershed Academy through the development of posters, presentations, flyers and other means.
- Logistical support for meetings/training courses (e.g., provision of meeting rooms, facilitators, notetaking, registration, etc.) as requested by the TOCOR.

TASK 6: Brief Final Report on Task Order

The contractor shall provide a brief final report on the status of all benchmarks, deliverables and milestones after the Base Period and each subsequent Option Period. This final report will identify any QA issues, if any.

D. SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES

Base Period: 12 months		
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Draft Quality Statement for EPA review and approval	Within 10 business days after Kickoff Meeting
1	Final Quality Statement for EPA approval	Within 5 business days after receiving of comments from the TOCOR
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOCOR of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOCOR; immediate notification of any delays

1	Contractor identifies any issues with QA procedures and provides revised QA procedures.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
2	Develop at least two (2) new modules/podcast episodes and assist with posting in the database on the EPA server.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver Webcasts in archived format (including closed captioning) and MP4 or other format.	Within 10 working days of a completed Webcast.
3	Provide support for up to 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
4	Deliver up to four (4) webinar/webcasts on key EPA Internet tools and other water/watershed-related topics including sometime conducting the webinar/webcast –and providing logistical support for the webinar/webcast, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
4	Deliver archived versions of each webinar/webcast seminar including audio and screen files along with the written transcript (to comply with section 508 requirements) for posting on the Web, if technology allows. Deliver copies of webinar/webcasts in MP4 format, including the written transcript of the webinar/webcast.	Within 10 working days of a completed webinar/webcast.
5	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOCOR.

6	Brief draft final report on status of each of the above tasks.	Generally, within 10 business days after receipt of written technical direction from the TOCOR.
6	Brief final report on status of each of the above tasks, which incorporates feedback from the TOCOR.	Generally within 10 business days after receipt of written technical direction from the TOCOR.

	BEGIN OPTION PERIOD ONE	12 months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOCOR of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOCOR; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
2	Develop at least two (2) new modules/podcast episodes and assist with posting in the database on the EPA server.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver Webcasts in archived format (including closed captioning) and MP4 or other format.	Within 10 working days of a completed Webcast.
3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.

4	Deliver up to (4) webinar/webcasts on key EPA Internet tools and other water/watershed-related topics including sometime conducting the webinar/webcast –and providing logistical support for the webinar/webcast, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
4	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver Webcasts in archived format (including closed captioning) and MP4 or other format.	Within 10 working days of a completed Webinar/webcast.
5	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOCOR.
6	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOCOR.
7	Brief final report on status of each of the above tasks, which incorporates feedback from the TOCOR.	Generally within 10 business days after receipt of written technical direction from the TOCOR.

	BEGIN OPTION PERIOD TWO	12 months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOCOR of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOCOR; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.

2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
2	Develop at least two (2) new modules/podcast episodes and assist with posting in the database on the EPA server.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver Webcasts in archived format (including closed captioning) and MP4 or other format.	Within 10 working days of a completed Webcast.
3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
4	Deliver up to four (4) webinar/webcasts on key EPA Internet tools and other water/watershed-related topics including sometime conducting the webinar/webcast –and providing logistical support for the webinar/webcast, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
4	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver Webcasts in archived format (including closed captioning) and MP4 or other format.	Within 10 working days of a completed Webinar/webcast.
5	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOCOR.
6	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOCOR.
6	Brief final report on status of each of the above tasks, which incorporates feedback from the TOCOR.	Generally within 10 business days after receipt of written technical direction from the TOCOR.

	BEGIN OPTION PERIOD THREE	12 MONTHS
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOCOR of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOCOR; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
2	Develop at least (2) new modules/podcast episodes and assist with posting in the database on the EPA server.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver Webcasts in archived format (including closed captioning) and MP4 or other format.	Within 10 working days of a completed Webcast.
3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
4	Deliver up to four (4) webinar/webcasts on key EPA Internet tools and other water/watershed-related topics including sometime conducting the webinar/webcast –and providing logistical support for the webinar/webcast, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.

4	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver Webcasts in archived format (including closed captioning) and MP4 or other format.	Within 10 working days of a completed Webinar/webcast.
5	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOCOR.
6	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOCOR.
6	Brief final report on status of each of the above tasks, which incorporates feedback from the TOCOR.	Generally within 10 business days after receipt of written technical direction from the TOCOR.

	BEGIN OPTION PERIOD FOUR	7 Months
TASK	BENCHMARKS/DELIVERABLES/ MILESTONES	SCHEDULE
1	Kickoff Meeting	Within 10 business days of start of Task Order Award
1	Monthly Conference Calls and Meeting Minutes, Monthly Progress Reports and immediate notification of TOCOR of any delays.	Draft within 5 business days Final within 5 business days after receiving of comments from the TOCOR; immediate notification of delays
1	Contractor identifies any issues with QA procedures and provides revised QA procedures, or revised Quality Statement for EPA review and approval.	Within 5 business days of discussing QA issues at a kickoff meeting or monthly conference call.
2	Provide continued support for editing/updating Watershed Academy Web database and modules.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
2	Develop at least two (2) new modules/podcast episodes and assist with posting in the database on the EPA server.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.

3	Deliver at least four (4) Webcasts including providing logistical support and streaming audio, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
3	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web).	Within 10 working days of a completed Webcast.
3	Provide support for 1-2 live Watershed Academy courses.	Within 10 - 20 working days of receiving written technical direction from the TOCOR.
4	Deliver up to four (4) webinar/webcasts on key EPA Internet tools and other water/watershed-related topics including sometime conducting the webinar/webcast –and providing logistical support for the webinar/webcast, as indicated above.	Within 30 days after a technical direction is issued by the TOCOR.
4	Deliver archived versions of each seminar including audio files and PowerPoint slides along with the closed captioning (to comply with section 508 requirements) for posting on the Web). Deliver Webcasts in archived format (including closed captioning) and MP4 or other format.	Within 10 working days of a completed Webinar/webcast.
5	General support (technical/editorial/ graphic support) for the Watershed Academy and other water-related programs products.	Within 10 - 20 working days after a technical direction issued by the TOCOR.
		–6 months after Period Exercised:
6	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written technical direction from the TOCOR.
6	Brief final report on status of each of the above tasks, which incorporates feedback from the TOCOR.	Generally within 10 business days after receipt of written technical direction from the TOCOR.

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOCOR, will be satisfactorily

completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the contractor shall notify the TOCOR and the CO immediately. Within 5 business days of said notification, the TOCOR in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

E. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements.

F. DELIVERABLES AND GENERAL PERFORMANCE:

The contractor shall participate in meetings and conference calls arranged by the EPA Task Order Contracting Officer Representative.

When requested by the TOCOR, the contractor shall provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the contractor's work. Documentation will include the electronic files and detailed, written explanation of all steps and decisions. The contractor is expected to comply with this request when it is received from the TOCOR regardless of whether such a request is described in the individual tasks of this PWS. The contractor is expected to furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the EPA TOCOR. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the EPA TOCOR for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the EPA TOCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/ technical review will be either addressed or discussed with the EPA TOCOR prior to the contractor furnishing draft deliverables.

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if Task Order Contracting Officer Representative edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain Task Order Contracting Officer Representative edits for such things as grammar, punctuation and format. The EPA TOCOR can upon request furnish a copy of the EPA correspondence manual for the contractor's use.

Upon receipt of written technical direction from the TOCOR, the contractor shall furnish:

- **all deliverables (draft and final) to EPA shall be furnished in an electronic version** and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
- **all final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies.** All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

All submittals to EPA shall be formatted as described below.

Electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for any and all databases or for other data as is approved by the EPA TOCOR in writing.

Final electronic submissions shall in an appropriate format. The contractor may utilize an FTP, but only if the EPA TOCOR gives written permission. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of materials may be additionally submitted per the contractor's prerogative, neither electronic nor paper PDF versions will be acceptable as any final work product.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the contractor.

G. ANTICIPATED TRAVEL

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. Travel is presently anticipated to be incidental only as needed to meet the EPA TOCOR and to provide support for webinar/webcasts/trainings conducted at EPA Headquarters or elsewhere (Task 3 and 4), and for two webinar/webcast/training presenters (Task 3 and 4) to travel to Washington, DC to participate in a webinar/webcast/training in person. For planning purposes, 12 meetings each base and option period would be for contractor travel to EPA HQ in DC, and two trips for each base and option period would be for webinar/webcast/training speakers to travel to Washington, DC or elsewhere to participate in a webinar/webcast/training in person (for costing purposes assume webinar/webcast/training speakers will travel from a central location such as New Orleans, LA).

H. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the EPA Task Order Contracting Officer Representative.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$20,000. The contractor shall immediately notify the EPA Contracting Officer, Contract Level COR and TOCOR of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$23,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

J. VALIDATION OF TASK ORDER DELIVERABLES FOR SECTION 508 COMPLIANCE

The Contractor shall support the TOCOR in conducting a "Final Deliverable Validation" to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to "electronic and information technology (EIT) deliverables". The contractor shall furnish certification, in writing, to the TOCOR that the contractor has complied with EPAAR Clause 1552.211-79 "Compliance with EPA Policies for Information Resources Management" (Reference Contract Clause C-1), including the requirement that all electronic and information

technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/> . Reference Contract Clause C-1 (c) and Attachment 1, PWS, Section 2.5.3.4, 3.7, and 4.3.7.

K. QUALITY ASSURANCE SURVEILLANCE PLAN

Per contract requirements.

L. NOTIFICATION OF COMPLETION OF TO DELIVERABLES

In the event that the Task Order reaches thirty (30) days prior to the end of the Period of Performance in a given period and the contractor assesses that the deliverables, benchmarks or milestones will not be able to be completed, the contractor shall immediately furnish written notification to the TOCOR and the Contracting Officer (CO).

Within five (5) business days of receiving this written notification, the TOCOR in coordination with the CO will provide written technical direction to the contractor concerning use of the funds which remain in the Task Order to prepare draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA, and furnish these to the TOCOR.

1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT (APR 1984)

The Government has the option to extend the term of this contract for four (4) additional period(s). If more than 60 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 60 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 60-days of the period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover a base period and option periods:

	Period Start Date	End Date
Base Period	Award	– 09/30/2018
Option Period 1	10/01/2018	– 09/30/2019
Option Period 2	10/01/2019	– 09/30/2020
Option Period 3	10/01/2020	– 09/30/2021
Option Period 4	10/01/2021	– 09/30/2022

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort
Base Period	320
Option Period 1	640
Option Period 2	640
Option Period 3	640
Option Period 4	640

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

Period	Estimated Cost	Fixed Fee	Total CPFF
Option Period 1	TBD	TBD	TBD
Option Period 2	TBD	TBD	TBD
Option Period 3	TBD	TBD	TBD
Option Period 4	TBD	TBD	TBD

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: N/A

LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of **\$TBD** is allotted to cover estimated cost. Funding in the amount of **\$TBD** is provided to cover the corresponding increment of base fee. The amount allotted for costs is estimated to cover the contractor's performance through **TBD**

(b) When the contract is fully funded (i.e. the sum of the total estimated cost, base fee, award fee pool available for award, and award fee awarded, as set forth in the schedule of this contract), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

LOCAL CLAUSE EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Task Order COR (TOCOR): Miranda Chien-Hale, chien-hale.miranda@epa.gov

Alternate Task Order COR (Alt TOCOR): Don Waye, waye.don@epa.gov

Contracting Officials responsible for administering this contract are as follows:

Katie Rechenberg, US EPA. Cincinnati Procurement Operations Division, NWD-001, Cincinnati, Ohio 45268

Rechenberg.kathleen@epa.gov

Technical Evaluation Criteria

Title: Watershed Academy and Communications Support

EVALUATION CRITERIA: Contractors shall limit their responses to ten (10) single-sided pages or less, using their discretion on which criteria to place emphasis. If Key Personnel is identified as a criterion, resumes are limited to two pages or less and DO NOT COUNT towards the page limitation. Proposals will be evaluated on the criteria listed below by the project Technical Evaluation Team and will be assigned a score from 0-3 based on the scale listed below. Award will be based on the best value decision where technical quality and cost are of equal importance.

RATING SCALE

The following rating scale will be used in scoring proposals:

Unacceptable = 0. Criteria is not addressed.

Poor = 1. The proposal fails to adequately address critical requirements of the PWS and technical evaluation criteria; may satisfy some requirements, but not others; reflects major weaknesses or deficiencies; could not meet requirements without fundamental changes involving a total re-write or redirection of the offer.

Satisfactory = 2. Proposal addresses and meets most requirements of the PWS and technical evaluation criteria, with some correctable and minor weaknesses and/or deficiencies noted; is generally considered to demonstrate at least minimum requisite experience, qualifications and performance capabilities. Some discussions may be required to address and correct weaknesses or deficiencies.

Superior = 3. The proposal clearly addresses and exceeds requirements of the SOW and technical evaluation criteria with no weaknesses or deficiencies, or very minor, correctable weaknesses or deficiencies noted.

Each point is worth 1/3 of the weight assigned to an individual criterion.

The following criteria and weights will be used in the technical evaluation of Task Order proposals:

FACTOR #1. Technical Approach to Developing Products (55 Points)

The contractor's proposal should explain their proposed technical approach for developing/updating online modules or podcast series, conducting Webcasts/Webinars and live training, and development of other communications products requested in the PWS. The contractor shall demonstrate an understanding of the work to be performed, and demonstrate the appropriate knowledge, capability (availability of appropriate staff, equipment, and resources), and ability to complete the tasks on time. Demonstrated understanding of the typical problems encountered in performing services required by the RFP and the ability to present practical, efficient solutions for those problems. The Contractor's proposal shall include a clear, concise narrative that addresses each of the areas/tasks identified under this task order.

FACTOR #2. Corporate Technical Experience (15 Points)

This criterion evaluates demonstrated corporate experience in fulfilling the technical requirements of contracts/subcontractors/projects similar in technical scope to this solicitation. Of particular interest is the offeror's technical experience in the design of new Web sites, development of watershed-related training modules for the Internet or a podcast series, Webcasts/Webinars and other live training, experience in managing/updating databases, and other outreach activities as requested in the PWS. The contractor must specifically have and demonstrate in its proposal experience in Adobe Captivate and experience in developing training materials. In describing corporate experience, include (a) a description of the contract/task order/project, (b) the sponsor, (c) the dates of performance, (d) the specific role the offeror assumed in the overall performance (e.g., prime, subcontractor, or consultant), (e) relevance of the experience to the requirements in the Performance Work Statement of this Task Order, and any other information that would serve to establish the offerors' demonstrated corporate technical experience in fulfilling the technical requirements of contracts similar in technical scope to this task order. Report only those projects completed within the past five (5) years, and projects that are ongoing.

FACTOR #3. Staffing (30 Points).

The contractor's proposal should describe the strengths and skills of the staff who will participate on the tasks requested in the scope of work, including: designing new Websites; preparing Internet training modules/podcasts and live training courses on a wide range of watershed/water quality topics; ability to conduct Webcasts/Webinars; familiarity with web design for management/updating the Watershed Academy Website; and graphics/communications skills for development of public outreach materials. The staff will be evaluated on the extent of their experience performing similar work.

COST PROPOSAL INSTRUCTIONS
TASK ORDER SOLICITATION
PR-OW-18-00048

The following paragraphs supplement the instructions set forth in the contract clause B-1 "Ordering Procedures". These instructions apply to the prime contractor as well as subcontractors and consultants. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors and consultants.

Contractors shall submit a summary page for the base and any optional periods. The summary sheet shall be supplemented as necessary to provide thoroughness and clarity in the data presented. Pricing detail shall be included by task for the base and any optional periods. The cost breakdown supporting the above documents shall breakout the following elements: Direct Labor, including direct labor rate and hours for each proposed individual, Fringe Benefits, Overhead, ODC, Travel, Consultants, Subcontractors, Total Subcontract, Subtotal, G&A, Total Cost, Fee, Total Cost Plus Fee. This cost detail shall be broken out for the base and any optional periods, at the task level. A copy of the cost proposal shall be included in the submission in MS Excel. This copy shall include formulas used to arrive at the CPFF for the base and any optional periods and aggregate totals for the base and optional periods for each element.

The estimated LOE is provided in the Option clause attached to the Task Order Solicitation.

When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each contract year and for the aggregate (all years, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. Subcontractor detail may be provided by the subcontractor directly to the EPA.

If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), the Contracting Officer's consent for a cost type (CPFF, etc.) subcontract will not be granted.

In the cost proposal, the contractor must certify that all proposed personnel (including proposed subcontractor personnel or consultants) for the Professional Level identified by the contractor meet the qualifications specified in the TSAWP IDIQ Contract Attachment 3, "Definition of Labor Classifications."